

INTERNSHIP PROGRAM

Please fill out information completely and type or print in black ink. Return to CAPA via mail with original signatures. CAPA does not discriminate on the basis of sex, race, color, creed, disability, sexual orientation, national origin, or ethnic origin. Inquiries regarding compliance with equal opportunity legislation may be directed to CAPA, PO Box 55087, Boston, Massachusetts 02205-5087; telephone 1-800-793-0334 or 1-800-999-4992; or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

Please note: CAPA is not responsible for procuring visas or other travel documents that may be required for overseas study. Check requirements with the embassy or consulate of the country or countries in which you plan to travel and/or study.

Internship

London Florence Sydney Costa Rica

Program Reference Code:

If you don't know your program reference code, please ask your study abroad advisor on campus or contact CAPA.

Student Information

Name _____

Gender _____ Date of Birth: (D/M/Y) _____

Country of Citizenship _____

Address Line 1 _____

Address Line 2 _____

City _____ State _____

Zip Code _____ Country _____

Telephone _____

Permanent Email _____

CAPA communicates frequently by email. Be sure to list an email address you check regularly.

Emergency Contact Information

Emergency Contact _____

Home Telephone _____

Work Telephone _____

Completed application package must be received by CAPA 70 days prior to departure from the US. Please return all application materials to:

CAPA
PO Box 55087
Boston, MA 02205-5087

CAPA
210 Union Wharf
Boston, MA 02109
if mailing via Fedex, use this address

www.capa.org
Student Accounts Telephone: 1-800-793-0334
Institutional Development Telephone: 1-800-999-4992



Internship Application Checklist

- Internship Application Form
- A current resume
- A generic cover letter
in English and host language if studying in a non-English speaking destination
- Two passport size photos
- One professional reference
- One academic reference
- Police background check
- Transcripts

Please see www.capa.org for guidance on completing checklist items

“My internship at Ellen Lewis is more than I could have imagined. She has four major events while I'm here including a celebrity fashion show, a movie premiere, and an art gallery opening. There has been no tea-making for me! I went right into press releases, press contacts, and briefings. Ellen has already given me a lot of amazing opportunities and two of my pieces have gone into publication already! My portfolio is beginning to look amazing! Thank you for helping me get here for this career-building opportunity.”

STUDENT, CAPA LONDON INTERNSHIP PROGRAM

*Please attach two
passport-sized photos here*

Please fill out information completely and type or print in black ink.

Placement Areas / Type of Work

Please list your desired areas of work in order of preference. You must list three choices. Please note that it may not be possible to place you in your first choice.

1. _____
2. _____
3. _____

What are your future career plans and how will your internship placement area relate to these plans?

What type of duties do you expect to be given?

Please provide any additional information that will assist us in locating the most appropriate and rewarding placement for you. Include any special skills you may have i.e. computers, languages, strengths, personal qualities, etc. (Use an additional sheet if necessary)

If you are seeking a political placement, how important is it that your site reflects your political beliefs? Please give an indication of those beliefs if applicable.

1. Internships are non-paying.
2. You should be aware that while CAPA will try to secure a placement within an area you specify, there is no guarantee that CAPA can find a placement that exactly meets your expectations and you may be placed in an alternate, but related area.
3. Your site is expected to provide a site supervisor who will serve as your point of contact and advise you on work related issues. It is the intern's responsibility to maximize that opportunity by observing the practices of the workplace and asking pertinent questions.
4. The CAPA internship team is there to help you and act as a conduit between yourself and the site. You should feel free to contact the CAPA internship team for advice and assistance during office hours.
5. The precise number of hours will vary according to your program, however, all interns are required to commit to a minimum of 15 hours per week. Exact scheduling will be worked out with your site supervisor at your interview in country.
6. Completion and return of the Internship Interview Feedback Form (to the CAPA internship team) is mandatory.
7. Internships hours do not include traveling time. Expect to spend an hour commuting each way.
8. An intern is expected to demonstrate an acceptable degree of competence and initiative before being given more meaningful tasks.
9. If issues arise, it is the intern's responsibility to initiate dialogue with their site supervisor and inform the CAPA internship team.
10. It is your site supervisor's prerogative to make changes to your duties and assign you other tasks.
11. Interns are expected to maintain acceptable standards of dress, behavior, and respect in interaction with colleagues, supervisors and managers.
12. Interns must follow all conditions of employment at their internship site.
13. You are required to inform your supervisor at your internship site of any planned or unplanned absences or tardiness. Missed hours must be made up.
14. At the beginning of every program, there is a compulsory internship orientation.
15. Interns must attend their interview at the stated time.
16. Sites retain the right to refuse an intern on the basis of their interview. There will be no refund in this instance. CAPA will provide an alternative placement opportunity, potentially in a different area of interest.
17. In the event of an internship being terminated by the site, the internship team will assess the individual situation and act accordingly. There will be no refund. An alternative site will be provided only if the circumstance is deemed appropriate.
18. The CAPA internship team has the right to terminate an internship at any time there is evidence that the student has failed to meet his or her basic responsibilities. The decision is final and may not be appealed. Under such circumstances, the student will be removed from the CAPA program. There will be no refund.

Signatures

I have read the above conditions and agree to abide by them.

Intern _____ Date ____/____/____